



**DEPARTMENT OF CORRECTIONS AND REHABILITATION
CORRECTIONS STANDARDS AUTHORITY
YOUTHFUL OFFENDER BLOCK GRANT APPLICATION
JUVENILE JUSTICE DEVELOPMENT PLAN
INSTRUCTIONS**

These instructions were developed to assist counties in understanding the requirements of the Juvenile Justice Development Plan relative to the Youthful Offender Block Grant and to provide guidance on how to complete the application and utilize the templates prepared by the Corrections Standards Authority (CSA).

The purpose of the Youthful Offender Block Grant (YOBG) is to enhance the capacity of local communities to implement an effective continuum of response to juvenile crime and delinquency. Allocations from the Youthful Offender Block Grant Fund must be used to enhance the capacity of county probation, mental health, drug and alcohol, and other county departments to provide appropriate rehabilitative and supervision services to youthful offenders subject to Welfare & Institutions Code (WIC) Sections 731.1, 733, 1766, and 1767.35. Counties, in expending the Youthful Offender Block Grant allocation, must provide all necessary services related to the custody and parole of the offenders.

On or before January 1, 2008, each county must prepare and submit to the Corrections Standards Authority for approval a Juvenile Justice Development Plan for youthful offenders who have not committed an offense described in WIC Section 707(b) and are in the custody of the county commencing September 1, 2007. The plan must include all of the following:

- A description of the programs, placements, services, or strategies to be funded by the block grant allocation pursuant to WIC Section 1961, including, but not limited to, the programs, tools, and strategies outlined in WIC Section 1960.
- A description of any regional agreements or arrangements to be supported by the block grant allocation pursuant to WIC Section 1960.
- A description of how these new programs coordinate with programs under Chapter 353 of the Statutes of 2000 – Assembly Bill 1913 (Juvenile Justice Crime Prevention Act (JJCPA) grant funded programs).

(To review WIC Sections relative to the Youthful Offender Block Grant, go to <http://www.leginfo.ca.gov/calaw.html> and enter WIC Sections 1950 – 1962)

The Corrections Standards Authority is ready to assist agencies that may have questions or difficulty completing the Youthful Offender Block Grant application. If your agency has questions or desires technical assistance, please contact Kim Bushard at 916-324-0999 (Kim.Bushard@cdcr.ca.gov) or Chris Martin at 916-322-8413 (Chris.Martin@cdcr.ca.gov). If sending an e-mail to either Ms. Bushard or Mr. Martin, please send to both e-mail addresses to assure you receive as prompt a response as possible to assist you or your agency.

There are two parts to the application. Part 1, comprised of Sections 1, 2, and 3a, is in an Excel format. Part 2, comprised of Sections 3b, 3c, 4, and 5, is in a Word format. Before filling in the application, save both parts as new documents. For ease of filing, use JJDP followed by the name of your county such as JJDPSacramento.xls (Part 1) and JJDPSacramento.doc (Part 2). Once completed, attach both files to an e-mail and send to jjdp@cdcr.ca.gov for submission of the application on or before January 1, 2008. No paper copies need be submitted, however a certified or original copy of your Board of Supervisors Resolution must be sent by April 1, 2008 to CSA (see Section 5). A new Resolution is required each funding year.

SECTION 1 – CONTACT INFORMATION

Please provide all requested information. Do not leave any sections blank as CSA often communicates with all contact persons through various mediums depending on the nature and/or urgency of the issue. Throughout the funding period, please contact CSA if any contact information changes as information is disseminated throughout the year relative to the grant program using the contact information provided in this application.

SECTION 2 – BLOCK GRANT FUNDED PROGRAMS / SERVICES

Review your county's JJCPA Comprehensive Multi-agency Juvenile Justice Plan and any subsequent modifications submitted to CSA. Determine if JJCPA funds are used for the specific category expenditures and mark the appropriate box.

Determine if YOBG funds will be used for the specific category expenditure and mark the appropriate box.

For each program or service to be funded by YOBG, CSA requires a separate Budget (Section 3a), Program or Service Description (Section 3b), and description of the coordination with JJCPA funded activities (Section 3c). See Section 3 for further instructions.

SECTION 3 – JUVENILE JUSTICE DEVELOPMENT PLAN

The completion of the Youthful Offender Block Grant application, once approved by the Corrections Standards Authority, forms a county's Juvenile Justice Development Plan. Therefore, it should provide enough detail to allow reviewers to have an understanding of a county's programs, placements, services and strategies funded by YOBG allocations. In addition, the application must adequately describe how YOBG funded activities coordinate with the JJCPA Juvenile Justice Plan funded activities.

Section 3 is comprised of three sub-sections and forms the heart of a county's Juvenile Justice Development Plan. In this section, describe the county programs, placements, services, or strategies to be funded by the block grant

allocation pursuant to WIC Section 1961 including, but not limited to the programs, tools, and strategies outlined in WIC Section 1960, specifically as follows.

A) **Implementing risk and needs assessment** tools and evaluations to assist in the identification of appropriate youthful offender dispositions and reentry plans.

B) **Placements** in secure and semi-secure youthful offender rehabilitative facilities and in private residential care programs, with or without foster care waivers, supporting specialized programs for youthful offenders.

C) **Nonresidential dispositions** such as day or evening treatment programs, community service, restitution, and drug-alcohol and other counseling programs based on an offender's assessed risks and needs.

D) House arrest, electronic monitoring, and intensive **probation supervision programs**.

E) **Reentry and aftercare programs** based on individual aftercare plans for each offender who is released from a public or private placement or confinement facility.

F) **Capacity building strategies** to upgrade the training and qualifications of juvenile justice and probation personnel serving the juvenile justice caseload.

G) **Regional program and placement networks**, including direct brokering and placement locating networks to facilitate out-of-county dispositions for counties lacking programs or facilities.

H) **Other** programs, placements, services, or strategies to be funded by your block grant allocation.

COMPLETING SECTION 3a

Section 3a is a budget template in an Excel format. There are three budget templates to assist counties utilizing funds for multiple programs, placements, services, or strategies. If a county requires additional budget templates for multiple programs, copy and paste the entire page to the next page to form three additional budget templates.

On the first line of the budget, provide the name or description of the program, placement, service, or strategy. On the second line, indicate which category from above (A-H) the program or service fits best. Type only the underlined portion of the category as shown above.

In the line item budget detail, list state funds and any local funds supporting the program or service in their appropriate line items.

COMPLETING SECTION 3b

Section 3b is a narrative description of the program, placement, service, or strategy funded by the expenditures outlined in the budget detail in 3a. Complete a narrative description for each budget. Use 1-5 pages to fully describe the funded activity. Identify any sub-contracted services by providing the name and

address of the contractor, location(s) of services, projected number of participants, etc.

COMPLETING SECTION 3c

Describe how the new programs funded by the Youthful Offender Block Grant coordinate with programs identified in the County's Juvenile Justice Crime Prevention Act – Comprehensive Multi-agency Juvenile Justice Plan. In 1-3 pages, provide a brief description of the JJCPA funded program or service and then identify how the county will use the new YOBG funding to enhance or expand the existing program or service.

Note: For each program, placement, service, or strategy, CSA requires a budget and accompanying narrative description and coordination description as these components will form the Juvenile Justice Development Plan.

SECTION 4 – REGIONAL AGREEMENTS

In 1-3 pages, describe any regional agreements or arrangements to be supported by the block grant allocation. If no regional agreements or arrangements are supported, write NONE.

SECTION 5 – BOARD OF SUPERVISORS' RESOLUTION

A Board of Supervisors' Resolution is required to receive Youthful Offender Block Grant funds. The Resolution must authorize the Chief Probation Officer or chairperson of the Board of Supervisors to submit the application and sign related contracts, etc., and assure that the Board has reviewed the Juvenile Justice Development Plan and that the county will adhere to the laws and regulations related to acceptance of the funds.

In consideration of the time it takes for most agencies to place an item on the Board of Supervisors agenda, CSA is allowing counties to submit an original or certified copy of the Board of Supervisors Resolution after the January 1, 2008 application due date. Resolutions must be mailed to CSA by April 1, 2008. It is in the interest of counties to expedite the process as CSA will provide only conditional approval of a county's Juvenile Justice Development Plan until CSA receives the signed Resolution. Write the scheduled or anticipated date the Resolution will be placed on the Board of Supervisors agenda in the space provided.

A sample Board of Supervisors Resolution is contained in the application.